

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Contract Management	
Policy Number: ADP 12	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To establish guidelines for entering into, renewing and managing contracts for the facility.

POLICY: All contracts shall be established, renewed and managed solely under the direction and with the approval of the Executive Director.

PROCEDURE:

I. Establishing Contracts

- A. Any person or vendor, not an employee of the State of Montana, doing business with the facility, under which payment is received for services provided, shall do so only under the guidelines established in a current contractual agreement.
- B. All contracts shall meet the current contract criteria established by DPHHS .
- C. Prior to the initiation of any contract, coordination and consultation must be established with the Contract Officer of the Addictive and Mental Disorders Division. The Contract Officer will guide, direct and advise on contract language and procedure for the approval and implementation of all contracts.

II. Contract Renewal

- A. All contracts are subject to a review for renewal consideration based on the term of the contract, i.e. annually, bi-annually, etc.
- B. The need for the services provided and the availability of funding will be the primary considerations for renewal option evaluation.

III. Contract Management

- A. The management of the terms and conditions of the contract will be the responsibility of the Executive Director or their designee.
- B. Payment for services provided is subject to the conditions of the contract but will generally be provided upon submission of an invoice for payment.

IV. Contract Termination

- A. Termination of a contract is subject to the conditions outlined in the specific contract.

Revisions:

Prepared By: David J. Peshek Director 11/07/01
Name Title Date

Approved By: David J. Peshek, Administrator 01/01/02
Date